

Approved: 11-19-99
Sunset Review: 11-19-01

SUBJECT: TECHNICAL STANDARDS PROGRAM

1. **OBJECTIVES.** The Technical Standards Program (TSP) promotes the use of voluntary consensus standards by the Department of Energy (DOE), provides DOE with the means to develop needed technical standards, and manages overall technical standards information, activities, issues, and interactions. This Order uses the term "technical standards" in a manner consistent with the definitions for technical standards contained in Public Law 104-113 (PL 104-113), the "National Technology Transfer and Advancement Act of 1995," and Office of Management and Budget Circular No. A-119 (OMB A-119), *Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities*. DOE Technical Standards cover performance-based or design-specific technical specifications and related management systems practices, and span classification of components; delineation of procedures; specification of materials, products, performance, design, or operations; and definitions of terms or measurements of quality and quantity in describing materials, products, systems, services, or practices. The technical standards documents defined and managed by the TSP include DOE Standards, Handbooks, Specifications, and Technical Standards Lists, as outlined in DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE, and the *Technical Standards Program Procedures* (TSPPs). The objectives of this Order include the following:
 - a. Provide the means for DOE to implement the technical standards-related policy and requirements mandated for Federal agencies by PL104-113 and OMB A-119.
 - b. Establish the TSP as DOE's management system for conducting its internal technical standards activities, consistent with the Directives System (i.e., DOE P 450.2A, DOE O 251.1A, DOE M-251.1-1A), the Department Standards Program, the Integrated Safety Management System (i.e., DOE P 450.4, DOE O 450.4-1), and commitments made in response to Defense Nuclear Facilities Safety Board Recommendation 91-1, "Strengthen Nuclear Safety Standards Program."
 - c. Establish the formal and structured processes and procedures of the TSP as the means for initiating, screening, developing, coordinating, approving, and maintaining DOE Technical Standards, and for bringing unauthorized documents under the scrutiny of the Directives System to facilitate either their formal incorporation into the Directives System or the TSP, or their removal from circulation as DOE-sponsored documents.

- d. Provide DOE interface with the Interagency Committee on Standards Policy, other Federal agencies, and national and international standards development organizations on broad technical standards issues and activities.
 - e. Encourage and support the participation of DOE individuals and organizations in DOE topical committees and national and international standards development organizations involved in the development of voluntary consensus standards important to DOE interests, functions, and missions.
 - f. Promote the use of voluntary consensus standards within DOE and provide a recognized and efficient path for the transfer of new and emerging technologies to and from DOE and the U.S. private sector.
2. CANCELLATION. DOE 1300.2A, DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM, dated 5-19-92.
3. APPLICABILITY.
- a. DOE Elements. All DOE Elements engaged in technical standards activities on behalf of DOE or engaged in the planning, development, coordination, approval, issuance, revision, cancellation, conversion, or periodic review of DOE technical standards are to follow this Order, except as stated in paragraph c.
 - b. Contractors. The Contractor Requirements Document (CRD), Attachment 1, sets forth requirements for management and operating, management and integration, and other contractors whose scope of work includes (1) assisting DOE with developing, processing, and reviewing DOE technical standards and (2) working with standards development organizations in support of DOE missions and functions. Compliance with the CRD is required to the extent set forth in a contract.
 - c. Exclusions. Activities conducted under the authority of the Director, Naval Nuclear Propulsion Program, as described in Public Law 98-525, are exempt from this Order.
4. REQUIREMENTS.
- a. Each DOE organization will select, use, and adhere to appropriate voluntary consensus standards (VCSs), consistent with PL 104-113 and OMB A-119 (i.e., use suitable existing VCSs in lieu of developing new DOE Technical Standards), when choosing technical standards to support assigned DOE missions and functions, including the design, construction, testing, modification, operation, decommissioning, decontamination, and remediation of DOE's facilities and activities.

- b. DOE organizations must use the TSP established by this Order (as explained in the *DOE Technical Standards Program Procedures* and DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE) to develop DOE Technical Standards when they are needed to support DOE-wide technical and programmatic needs and when (1) suitable VCSs do not exist; (2) existing VCSs do not suffice or are not appropriate for the intended application; or (3) a new VCS cannot be readily developed through a standards development organization (SDO).
- c. Elements with technical or programmatic interest in, or elements that will be affected by, the content of DOE Technical Standards must have the opportunity to participate in development and review processes for those technical standards.
- d. DOE must designate a Department Standards Executive (representing the Secretary of Energy), in accordance with OMB A-119, to coordinate its overall technical standards activities and its participation in interagency technical standards policy development under the TSP.
- e. Each DOE organization involved in DOE Technical Standards activities will designate a Technical Standards Manager (TSM) to serve as the organization's point-of-contact for technical standards activities, provide coordination with the TSP, and conduct and report such activities in accordance with the program established under this Order.
- f. Each DOE organization must report participation in VCS activities conducted in support of DOE missions and functions through the designated TSM and the TSP (use Form DOE F 1300.2; see Attachments, pages A-3/A-4).

5. RESPONSIBILITIES.

- a. Assistant Secretary for Environment, Safety and Health.
 - (1) Manages DOE compliance with the technical standards requirements of public law (PL 104-113) and Federal policy (OMB A-119) on behalf of the Secretary of Energy through the TSP described in this Order.
 - (2) Designates a DOE TSP Manager and establishes the programs, requirements, and guidance necessary to effectively and efficiently manage, coordinate, and report technical standards activities conducted on behalf of DOE and ensures the participation of interested DOE elements.
 - (3) Designates a TSM to serve as the organization's point of contact for technical standards activities and coordinates with the TSP by participating in the TSM Committee (TSMC).

- (4) Recommends to the Secretary of Energy a Department Standards Executive in accordance with OMB A-119 to represent DOE on the Interagency Committee on Standards Policy and coordinates implementation of the policies and requirements of OMB A-119 and PL 104-113 within DOE.
- b. Cognizant Secretarial Officers, Senior Program Officials, and Field Office Managers whose organizations are involved in technical standards activities in support of DOE.
 - (1) Manage their organization's participation in the DOE TSP.
 - (2) Designate a TSM to serve as the organization's point of contact for technical standards activities and coordinate with the TSP by participating in the TSMC.
 - (3) Ensure that technical standards identified or developed by their elements for DOE-wide use are products of the TSP or recognized standards development organizations.
 - (4) Preferentially use appropriate voluntary consensus standards in lieu of developing internal DOE Technical Standards to support DOE missions and functions.
- c. Department Standards Executive.
 - (1) Coordinates overall DOE technical standards activities.
 - (2) Coordinates DOE participation in interagency technical standards policy development.
- d. Technical Standards Program Manager
 - (1) Serves as the overall manager of day-to-day operations and program planning and development activities of the TSP.
 - (2) Manages overall implementation of the technical standards requirements of PL 104-113 and OMB A-119 through the TSP.
 - (3) Coordinates overall DOE Technical Standards development and reviews activities conducted by TSMs in accordance with the DOE TSPPs.
 - (4) Conducts routine meetings with the DOE TSMC to help develop and implement DOE's TSPPs and identify TSP needs and issues.
- e. Technical Standards Managers.
 - (1) Serve as organization point-of-contact for technical standards activities.
 - (2) Coordinate organization participation in the TSP in accordance with the TSPPs.
 - (3) Participate with the TSMC in cooperation with the DOE TSP Manager

- (4) Conduct and report technical standards activities in accordance with the requirements of this Order.
- (5) Support implementation of PL 104-113 and OMB A-119 within DOE.

6. REFERENCES.

- a. PL 104-113, *National Technology Transfer and Advancement Act of 1995*, dated 3/7/96.
- b. OMB Circular A-119, *Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities*, dated 2-10-98.
- c. DOE O 251.1A, DIRECTIVES SYSTEM, dated 1/30/98.
- d. DOE M 251.1-1A, DIRECTIVES SYSTEM MANUAL, dated 1/30/98.
- e. DOE P 450.2A, IDENTIFYING, IMPLEMENTING AND COMPLYING WITH ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS, dated 5/15/96.
- f. DOE P 251.1, DIRECTIVES SYSTEM, dated 3/19/96.
- g. *Technical Standards Program Procedures* (TSPPs), dated 6-1-98, or latest revision.
- h. DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE, original.
- i. "Response to DNFSB Letter of March 7, 1991, Recommendations of DNFSB Regarding Standards Development," White to Conway, dated May 13, 1991, regarding Recommendation 91-1.
- j. DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY, dated 10/15/96.
- k. DOE G 450.4-1A, INTEGRATED SAFETY MANAGEMENT SYSTEM GUIDE, dated 5/27/99.
- l. DOE F 1300.2 (07-94), *Record of Non-Government Standards Activity*.

7. CONTACT. Office of Nuclear Safety Policy and Standards (EH-31), 301-903-2856.

BY ORDER OF THE SECRETARY OF ENERGY:



DAVID M. KLAUS
DIRECTOR OF MANAGEMENT
AND ADMINISTRATION

CONTRACTOR REQUIREMENTS DOCUMENT

TECHNICAL STANDARDS PROGRAM

In the performance of this contract, the contractor, when participating in the development of Department of Energy (DOE) Technical Standards, conducting technical standards review activities, and selecting technical standards for use to support assigned DOE missions and functions, must accomplish the following:

1. Select, use, and adhere to appropriate voluntary consensus standards (VCSs), consistent with PL 104-113 and OMB A-119 (i.e., use suitable existing VCSs in lieu of developing new DOE Technical Standards), when choosing technical standards to support assigned DOE missions and functions, including the design, construction, testing, modification, operation, decommissioning, decontamination, and remediation of DOE's facilities and activities.
2. Use the processes and procedures of the Technical Standards Program (TSP) [the TSP is explained in the *DOE Technical Standards Program Procedures* (TSPPs) and described in DOE G 252.1-1, TECHNICAL STANDARDS PROGRAM GUIDE] established by DOE O 252.1 for developing DOE Technical Standards when (1) suitable VCSs do not exist to meet the DOE-wide need; (2) existing VCSs do not suffice or are not appropriate for the intended application, or (3) a new VCS cannot readily be developed through a standards development organization (SDO).
3. Participate as necessary in development and review processes for those technical standards where the contractor elements have technical or programmatic interests or will be affected by the content of DOE Technical Standards under development, using the DOE TSPPs and DOE G 252.1-1, as referenced above.
4. Designate and provide support for a Technical Standards Manager (TSM) to serve as the organization's point-of-contact for technical standards activities, to provide coordination with the TSP Manager and other TSMs through the TSM Committee (TSMC), to assist in implementing the pertinent requirements of PL 104-113 and OMB A-119, and to conduct and report designated activities in accordance with the TSP established under this Order.
5. Report participation in VCS activities conducted in support of DOE missions and functions through the designated TSM and the TSP (use Form DOE F 1300.2, see Attachments, pages A-3/A-4).

U.S. DEPARTMENT OF ENERGY
RECORD OF NON-GOVERNMENT STANDARDS ACTIVITY
(See reverse side for instructions)

1. Type of Submittal <div style="display: flex; justify-content: space-between;"><input type="checkbox"/> Initial Submittal<input type="checkbox"/> Revision of information previously submitted<input type="checkbox"/> Termination of membership <i>(complete blocks 1-8f only)</i></div>		
2. Name <i>(last, first, initial)</i>	3. Title	4. Organization Routing Symbol
5. Mailing Address	6. Employment Status <div style="display: flex; justify-content: space-between;"><input type="checkbox"/> DOE Employee<input type="checkbox"/> Other <i>(specify)</i> _____</div>	
7. Office Telephone Number () _____ Fax () _____	8a. Name of Non-Government Standards Body (NGSB) Country _____	
8b. Name of Main Committee Main Committee Number _____	8b. Name of Main Committee Main Committee Number _____	
8c. Type of Main Committee <i>(check one)</i> <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Standards Management</div><div style="width: 50%;"><input type="checkbox"/> Standards Related</div><div style="width: 50%;"><input type="checkbox"/> Standards Writing</div><div style="width: 50%;"><input type="checkbox"/> Other <i>(specify)</i> _____</div></div>	8c. Type of Main Committee <i>(check one)</i> <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Standards Management</div><div style="width: 50%;"><input type="checkbox"/> Standards Related</div><div style="width: 50%;"><input type="checkbox"/> Standards Writing</div><div style="width: 50%;"><input type="checkbox"/> Other <i>(specify)</i> _____</div></div>	
8d. Name of Subcommittee Subcommittee Number _____	8d. Name of Subcommittee Subcommittee Number _____	
8e. Name of Task or Working Group (WG) Task or WG Number _____	8e. Name of Task or Working Group (WG) Task or WG Number _____	
8f. Other Activity if not listed above <i>(specify)</i> Number _____	8f. Other Activity if not listed above <i>(specify)</i> Number _____	
9. Your position in the activity <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Member</div><div style="width: 33%;"><input type="checkbox"/> Vice Chair</div><div style="width: 33%;"><input type="checkbox"/> Alternate</div><div style="width: 33%;"><input type="checkbox"/> Chair</div><div style="width: 33%;"><input type="checkbox"/> Secretary</div><div style="width: 33%;"><input type="checkbox"/> Delegate</div><div style="width: 33%;"><input type="checkbox"/> Technical Advisor</div><div style="width: 33%;"><input type="checkbox"/> Other <i>(specify)</i> _____</div></div>	9. Your position in the activity <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Member</div><div style="width: 33%;"><input type="checkbox"/> Vice Chair</div><div style="width: 33%;"><input type="checkbox"/> Alternate</div><div style="width: 33%;"><input type="checkbox"/> Chair</div><div style="width: 33%;"><input type="checkbox"/> Secretary</div><div style="width: 33%;"><input type="checkbox"/> Delegate</div><div style="width: 33%;"><input type="checkbox"/> Technical Advisor</div><div style="width: 33%;"><input type="checkbox"/> Other <i>(specify)</i> _____</div></div>	
10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting	10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting	
11. Representation <input type="checkbox"/> DOE <input type="checkbox"/> Other <i>(specify)</i> _____		
12. Brief scope of the activity	13. Signature of Participant	Date
	14. Signature of Approving Official	Date
	15. Title of Approving Official	

Mail to: Technical Standards Program Office
c/o Performance Assurance Project Office
P.O. Box 2009, Oak Ridge, TN 37831-8065



INSTRUCTIONS

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, D.C. 20503.

1. Indicate type of submittal by placing a check mark in the appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Technical Standards Program Office by telephone (615-574-0396.) If recording termination of a membership, complete block 1-8f only. **[Note: Sections 8b through 10 must be completed for each committee, subcommittee, or working group of the NGSB noted in block 8a of which the participant is a member (each form can be used for 2 committees). Multiple forms may be necessary if the participant is a member of numerous activities within one NGSB or is a member of more than one NGSB.]**
2. Name of individual participating in a non-Government standards activity.
3. Title of person participating in a non-Government standards activity.
4. Organization of which the person is a member: U.S. Department of Energy (DOE) - list organization number (EH-1, ER-8, DP-42 etc.); Contractors list company name and DOE organization supported (Oak Ridge National Laboratory - ER, Westinghouse Savannah River Site - DP, etc.)
5. Mailing address of person participating in a non-Government standards activity.
6. Indicate whether the person participating in a non-Government standards activity is a direct DOE employee, or is a contractor.
7. Office telephone number and fax number.
- 8a. Enter the name of the NGSB and the country under whose auspices the standards committee is operating.
- 8b. Name (and number) of the Main Committee the standards group (subcommittee/working group etc.) reports to.
Example: Nuclear Fuel Cycle - C26
- 8c. Type of Main Committee. (If only recording participation on a main committee, do not complete blocks 8d - 8f.
- 8d. Name (and number) of the Subcommittee. (Complete blocks 8d thru 8f to the lowest level group being recorded on this form.
- 8e. Name (and number) of the task or working group (WG).
- 8f. Include any working Sub-Group not listed above that the person participating in a non-Government standards activity is involved in.
9. Record your current or planned position in an activity.
10. Indicate whether the member is able to vote on issues brought before the NGSB committee. (Liaison members often do not vote.)
11. DOE employees and contractors who are formally designated by the appropriate senior line manager to participate in the activities of NGSBs as an official DOE representative should check the "DOE" block. DOE employees and contractors who are members of technical or professional societies and associations because of personal or professional interest should check the "Other" block.
12. Briefly describe the scope of the activity.
13. Signature of participant and date signed.
14. DOE employees and contractors who will be the DOE representative must obtain the signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
15. Title of Approving Official.